

# Minnesota Housing JOB POSTING AFSCME

**POSTING DATE:** Nov. 17, 2011

**EXPIRATION DATE:** Nov. 24, 2011

## MINNESOTA HOUSING/PROGRES

- **THE HOME MORTGAGE PROGRAMS TEAM OF THE SINGLE FAMILY DIVISION HAS A POSITION OPEN FOR BIDS FROM ELIGIBLE EMPLOYEES IN THE HOUSING FINANCE PARAPROFESSIONAL JOB TRACK.**

THIS POSTING IS FOR A PERIOD OF SEVEN (7) CALENDAR DAYS FROM THE POSTING DATE OF THIS NOTICE.

**MHFA JOB TRACK (IN PROGRES)**

Paraprofessional

**JOB CLASSIFICATION (IN  
UNDERLYING CLASS SYSTEM)**

Office and Administrative  
Specialist, Senior

**LOCATION:**

Single Family Division

**EMPLOYMENT CONDITION:**

Full-time, Unlimited

### **THE FOLLOWING COMPETENCIES WILL BE REQUIRED FOR THE POSITION:**

- Has basic knowledge of assigned Agency programs.
- Understands and applies basic math, business and/or finance principles to the recording of business transactions and events.
- Explains transactions and procedures, rules, and regulations so that others understand and are provided with clear, accurate direction.
- Applies basic principles, practices and techniques of data management in assigned tasks.
- Performs routine problem resolution for end users for a specific database(s) and/or software application.
- Effectively plans, organizes and prioritizes work duties to accomplish established goals in a timely manner.
- Demonstrates a high regard for accuracy and consistency.
- Identifies improvement opportunities and actively contributes to enhancing work practices and processes.
- Recommends solutions based on established guidelines and policies. Knows when to seek others' expertise to find solutions.
- Communicates effectively and confidently to get needs met.
- Listens to understand and asks questions to get desired information.
- Determines when to provide more guidance to less experienced customers.

- Works collaboratively with others.
- Identifies and anticipates own developmental needs in current job and proactively seeks developmental opportunities. Enjoys and seeks out challenge.

**Typical work assignments may include some or all of the following:**

- Participate as an ongoing member of the Home Mortgage Programs Team.
- Provide support to Division staff in meeting various needs so that day-to-day operations can be completed.
- Perform administrative work to support the division.
- Provide cross training, advice and guidance to other Divisional support staff in areas of experience and expertise.

ALL INTERESTED AND QUALIFIED EMPLOYEES MUST NOTIFY HUMAN RESOURCES BY EMAIL OF THEIR FORMAL BID AND ATTACH AN INDIVIDUAL JOB PROFILE. ALL BIDS MUST BE RECEIVED ON OR BEFORE THE EXPIRATION DATE OF THIS POSTING.